

## **Expectations for Internship**

### **Middle Grades Education Teacher Interns**

<b>Supervisor:</b>	<b>Email address:</b>	<b>Phone number:</b>
--------------------	-----------------------	----------------------

#### **Expectations:**

- **Handbook** - Adhere to Syllabus and Practicum Semester Handbook requirements.
- **Contact information** - Provide your partnership teacher and university supervisor with contact information including phone number, address, and e-mail.
- **Classroom management** - Learn the classroom management system used by your partnership teacher. You are encouraged to develop your own classroom management system and/or class rules, but make sure you receive prior approval from your partnership teacher.
- **21<sup>st</sup> Century Learners Project** – This project includes completion of a demographics survey and an assessment cycle. Formal and informal assessment is continuous in a classroom and provides teachers with knowledge about their students that is necessary for planning and instruction.
  - Use Classroom Demographics Survey form and collect demographic data for the students in your classroom. The demographics survey will be attached to the web folio. Data will be organized according to each subgroup. If you teach more than one class, choose one class only for representative data. The survey form is available in TaskStream. This data will be used in the assessment analysis of performance graph.
  - Talk with your partnership teacher and choose objective(s) to assess. Complete a pre- and post-assessment cycle. Prepare a pre- and post-assessment analysis of your students' knowledge of the objective. You will utilize the learner subgroups from your demographics survey to plot performance on a column graph. Also, reflect on how you know and can demonstrate that your students are mastering the skills that you teach.
  - 21<sup>st</sup> Century Learner Project will be completed utilizing TaskStream web-based tools. Assessment will include one lesson plan from the skills taught, one student work sample from the pre-assessment and one student work sample from the post-assessment, a computer-generated column graph with average scores for each subgroup, and the reflection paper. When the project is completed in the Collaborative Programs section, it will be attached to a folio in the DRF Programs section to be evaluated by the supervisor.
- **Organization.** Refer to your supervisor's instructions for organizing materials that are readily available for review. Those materials may include: Class schedule, lesson plans, coaching plans, feedback from partnership teacher and university supervisor.
- **Communication journal.** A communication journal is a helpful tool for facilitating intern and partnership teacher communication. Follow supervisor instructions for requirements regarding reflection and communication.

- **Lesson plans.** Write lesson plans that are detailed and complete. Submit lesson plans to your partnership teacher for approval on the schedule requested, normally one week before you plan to implement them. As the semester progresses, the university supervisor, the partnership teacher, and the teacher intern will determine the condensed format for lesson planning. Regardless of the format utilized, the lesson plan should clearly state objectives, teaching strategies/activities, materials required and assessment procedures.
- **Coaching plans.** Participate in the coaching process on a regular basis as a tool for monitoring professional growth. Active participation includes the willingness and initiative to identify coaching focus areas, determine potential data collection strategies, and regularly monitor your progress. Review your current coaching plan weekly to update and revise. Maintain your coaching plans in Taskstream.

Create the **Coaching Plan Record** web folio for storage of coaching plans:

- Create **New Folio/Web Page Title** - use this format: **Coaching Plan Record of Your Name**, click on **Create New**.
  - **Select template category** – choose **Custom Template**.
  - Select **Coaching Plan Record** from drop-down menu, click **Continue**.
  - Choose layout and select theme on the left side.
  - Click **Edit Content** tab at the top. Select your Coaching Plan Record on the left.
  - Personalize home page information by choosing **Edit Text and Image**.
  - To attach individual Coaching Plans to the Coaching Plan Record, use **Attachments** button and attach all coaching plans
  - Click **Request Comments**. Check the box for **Request Feedback in all Areas**. Click **Continue**. In the list under your internship group, check the box in front of your supervisor's name and "**Program Coordinator**."
- **Observations.** Formal classroom observations will be conducted. The university supervisor and partnership teacher will complete a midterm and final performance evaluation. Through the course of the semester, your supervisor may elect to do additional observations and evaluations.
  - **Videotaping.** The intern is encouraged to videotape at least one lesson for the purpose of self-evaluation and professional growth. This provides a basis for discussion and reflective coaching opportunities with the partnership teacher and university supervisor. Follow supervisor instructions for videotaping.
  - **Teaching responsibilities.** Full-time teaching responsibilities must be held for a **minimum** of 30 teaching days. Most interns will complete more than 30 days of full-time teaching. Taking advantage of these teaching opportunities assists you in developing a repertoire of best practices. Beginning the first day at the placement site, the intern also assumes the non-instructional duties assigned to the partnership teacher. These may include hall duty, PTA meetings, faculty meetings, staff development, changing classroom centers or bulletin boards, etc. Teacher interns follow their placement site school calendar.
  - **Absence.** Teacher interns are required to notify their partnership teacher and university supervisor no later than one hour before the start of the school day if they are to be absent from school. Interns are required to provide lesson plans and materials as applicable for the day that they are absent. Lesson plans and materials should be in the classroom prior to the start of the school day. Excessive absences may result in an extended practicum or postponement of the internship to another semester.